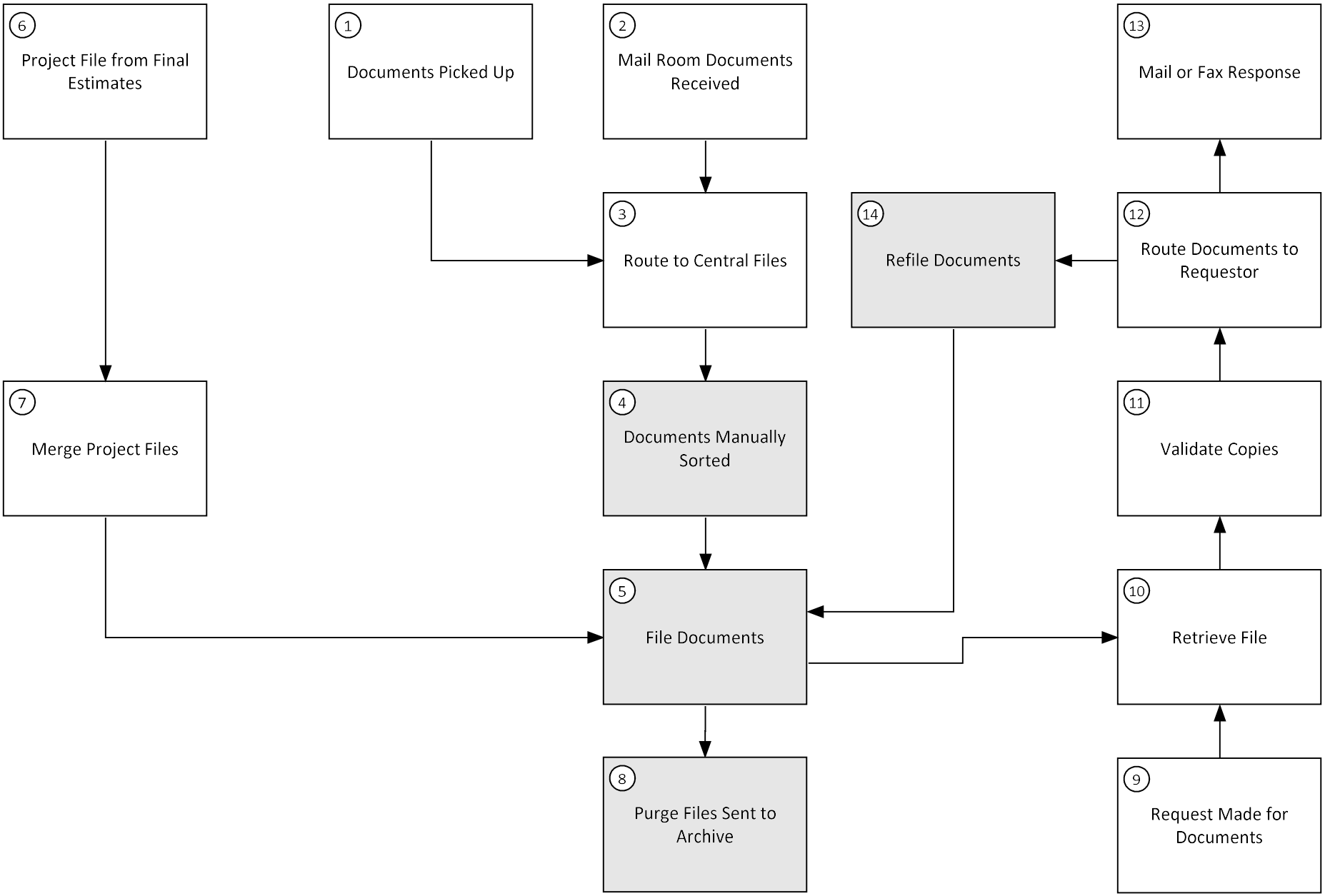
6
Project File from Final Estimates
1
Documents Picked Up
2
Mail Room Documents Received
13
Mail or Fax Response
3
Route to Central Files
14
Refile Documents
12
Route Documents to Requestor
7
Merge Project Files
4
Documents Manually Sorted
11
Validate Copies
5
File Documents
10
Retrieve File
8
Purge Files Sent to Archive
9
Request Made for Documents